



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF ADMINISTRATION

Mr. Austin Evers
American Oversight
1030 15th Street, NW
B255
Washington, DC 20005

DEC 18 2018

RE: Freedom of Information Act Request
FOIA Control No.: 18-FI-HQ-01267

Dear Mr. Evers:

cc: [redacted]

This letter is a final response to your Freedom of Information Act (FOIA) request dated April 2, 2018. Your request was received on April 3, 2018. You asked for copies of the following documents from June 1, 2017 to the date the search is conducted:

1. All SF-50 (Notification of Personnel Action) forms related to Mason Alexander that relate to a change in position or title.
2. Records sufficient to show official titles and duties of Mason Alexander, including all position descriptions.

Please be advised that a search has been completed. As a result of the search, six pages responsive to your request have been located. At this time, I have determined that six pages are appropriate for release, some with excisions made pursuant to Exemption 6 of the FOIA, 5 U.S.C. § 552(b)(6). A copy of these records are enclosed. I am withholding dates of birth, Social Security numbers, and insurance information under Exemption 6. Exemption 6 protects information that would constitute an unwarranted invasion of personal privacy. The interest of the general public in reviewing those portions of government documents does not outweigh the individuals' right to privacy.

I am the official responsible for this determination based on information provided by the Department's Office of Administration. You may appeal this determination within 90 days from the date of this letter. If you decide to appeal, your appeal should include copies of your original request and this response, as well as a discussion of the reasons supporting the appeal. With regard to Exemption 6, your appeal should address the nature of the overriding public interest in disclosure that outweighs the personal privacy interest protected by the exemption. The envelope should be plainly marked to indicate that it contains a FOIA appeal and be addressed to:

U.S. Department of Housing and Urban Development
Attention: FOIA Appeals
Office of Ethics and Appeals Law Division
Office of General Counsel
451 Seventh Street, SW, Suite 2130
Washington, DC 20410

Telephone: (202) 708-3815

You may also submit your appeal online at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/foia/foiaappeals.

In addition, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road-OGIS
College Park, Maryland 20740-6001

Telephone: 202-741-5770; toll free at 1-877-684-6448
FAX: 202-741-5769

Email: ogis@nara.gov

For your information, your FOIA request, including your identity and any information made available, is releasable to the public under subsequent FOIA requests. In responding to these requests, the Department does not release personal information, such as home address, telephone number, or Social Security number, all of which are protected from disclosure under FOIA Exemption 6.

If you have any questions regarding your request, you may contact Eugene McGirt at (202) 402-4315. Thank you for your interest in the Department's programs and policies.

Sincerely,



Deborah R. Snowden
Deputy Chief FOIA Officer
Office of the Executive Secretariat

Enclosures

Special Assistant GS-0301-13
Office of the Secretary

INTRODUCTION

The Chief of Staff, in the capacity of personal representative of the Secretary, undertakes, on behalf of the Secretary, a great variety of responsible assignments, frequently crossing functional and organizational responsible assignments, frequently crossing functional and organizational lines, dealing with policy issues and program concerns throughout the Department. The Chief of Staff advises and assists the Secretary in the resolution of broad management and program implementation problems to assure that the Department fully achieves the objectives set forth by the Congress and the President, and represents him in such activities, both within the Department, in liaison with other Federal agencies and with State and local groups.

The incumbent serves in a confidential capacity as Special Assistant to the Chief of Staff, performing a variety of duties which require an intimate knowledge of policies and procedures and a thorough acquaintance with Departmental programs and organizations, with key Departmental personnel, with Congressional staffs, and with executives of other governmental agencies and the private sector. The incumbent is guided in the performance of duties by established policies and personal knowledge of the views of the Chief of Staff from whom she receives general supervision.

DUTIES AND RESPONSIBILITIES

Follows up on assignments given to staff members by the Chief of Staff to ensure that all assignments are accomplished in a timely manner.

Exchanges information with appropriate personnel in the office and with key officials in order to provide an essential flow of significant communication and actions.

Incumbent reviews a wide variety of Congressional inquiries directed to the Chief of Staff, both by telephone and correspondence. Determines the sources to be explored to obtain necessary information for reply, explores them thoroughly and prepares reply an/or transmits information or, based on personal knowledge, handles in accordance with the Chief of Staff's wishes. This contributes immeasurably to conserving time by relieving the Chief of Staff of details. Sensitivity, discretion, a broad knowledge of the Department's activities, as well as experience and resourcefulness, are essential in meeting a variety of complex and difficult interpersonal relationships. In the absence of the Chief of Staff, the incumbent personally handles inquiries insofar as she is able, according to personal judgment, referring the inquiries to other staff if necessary, pending the chief of Staff's return.

Incumbent responds to visitors and telephone calls for the Chief of Staff from key executive offices in the Executive, Judicial and Legislative Branches of the government, and from officials of State, municipal, professional, trade and public interest organizations, being responsible for

dealing with requests tactfully, utilizing a personal knowledge of individual interests in and attitudes toward the Department's programs and policies. When, in her judgment, some other staff member or office within the Department, rather than the chief of Staff should handle a request, incumbent makes appropriate referrals, setting up appointments, meetings etc.

When required, prepares specialized and confidential materials for the Chief of Staff and presents product with all related supplemental material completely assembled.

Incumbent undertakes a variety of related assignments as instructed by the Chief of Staff, concerned with any aspect of her responsibility and requiring a knowledge of the Chief of Staff's official and personal working relationships with other officials, the Chief of Staff's viewpoints toward new or proposed programs and policies and the status of current programs and projects.

Reviews incoming and outgoing mail, other correspondence of a highly complex and confidential nature prepared for the Secretary's or the Chief of Staff's signature, as well as action documents before releasing them for signature. This review is for a determination as to conformity to sound public relations principles, clarity, responsiveness, compatibility with the Secretary's and the Chief of Staff's viewpoints and general policy and precedents.

Exchanges information with appropriate personnel in the office and with key officials in order to provide an essential flow of significant communications and actions.

Incumbent assists in making arrangements for conferences, securing participation dependent upon the subject matters, making sure that all officials with related responsibilities are informed, and following up to assure that plans, arrangements or commitments are carried out as agreed.

Attends meeting with the Chief of Staff, noting assignments given to the immediate staff, and general conclusions reached. Follows up to ensure that commitments are carried through to completion.

Supervisory Control

Incumbent reports to the Chief of Staff. She is guided in the performance of her duties by established policies and personal knowledge of the views of the chief of Staff, and maintains a confidential relationship with him. To insure efficient functioning of the Chief of Staff's office and in view of the high volume of activity in the office, much of which takes place simultaneously, the incumbent frequently receives assignments from both the Secretary and the Chief of Staff. Specific instruction is sought on matters of importance if no precedent exists and/or if the action involves a matter on which the incumbent has not been briefed. Completed assignments are reviewed at the time of signature or in terms of overall effectiveness.

*Senior Advisor to the Assistant Secretary for Administration
GS-0301-15
Office of Administration*

INTRODUCTION

This position is on the immediate staff of the Assistant Secretary for Administration, responsible for assisting in the implementation and monitoring of issues and programs within the Office of Administration. The position requires contacts with Deputy Assistant Secretaries and Office Directors within the Office and with other Departmental officials on administrative management issues impacting their program responsibilities.

DUTIES

The primary duties of the Senior advisor consist of advising and assisting the Assistant Secretary in the monitoring of program issues that impact on the operation and management of the Department's administrative management program; advising the Office's Deputy Assistant Secretaries and Office Directors on these issues as they affect the administrative and management aspects of carrying out their responsibilities; and coordinating with these officials to ensure that the resolution of such issues and their implementation relating to the programs and policies of the Office of Administration are effectively accomplished in accordance with the Assistant Secretary's priorities and objectives.

The incumbent secures key information and resolves issues, and fully participates on behalf of the Assistant Secretary on such issues, making decisions on the basis of personal observations and knowledge of the Assistant Secretary's position on the issues as they impact on the programs of the Office of Administration.

Keeps informed on all issues affecting the office on a continuing basis, and advises the Assistant Secretary of emerging problems within the Office.

Heads task forces and special work groups to resolve wide-ranging problems relating to administrative management matters. Also works with key officials in the Office on cross-cutting issues, and develops plans for improved delivery of programs and services. Keeps the Assistant Secretary advised of the major outcome of such task forces and discussions.

The incumbent advises the Assistant Secretary on resolving issues that surface from inspection reports on activities related to the Office of Administration's programs by HUD officials and those doing business with the Office.

Represents the Assistant Secretary on ad hoc committees, task forces, etc., on administrative management matters both in Headquarters and the Field. Leads review teams to assess the level and quality of services being provided to Field Offices, and decides on corrective actions to resolve any problems identified. Monitors the development of such actions and keeps the

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Assistant Secretary fully apprised of progress.

SUPERVISORY CONTROL

The incumbent works under the broad direction of the Deputy Chief Administrative Officer, who assists in establishing the general policy framework within which the incumbent operates, and expects incumbent to keep him or her informed of significant developments. The incumbent maintains a wide and independent sphere of influence throughout HUD leadership and with leadership in interagency context to advance HUD objectives under the direction of the DCAO. Work is evaluated on the basis of overall effectiveness and support for Departmental goals and objectives.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) ALEXANDER, MASON		2. Social Security Number (b)(6)	3. Date of Birth (b)(6)	4. Effective Date 09-03-2017							
FIRST ACTION											
5-A. Code S70	5-B. Nature of Action CONV TO EXC APPT		6-A. Code	6-B. Nature of Action							
5-C Code Y7M	5-D. Legal Authority SCH C 213 3384		6-C. Code	6-D. Legal Authority							
5-E Code	5-F. Legal Authority		6-E. Code	6-F. Legal Authority							
7. FROM Position Title and Number SPECIAL ASSISTANT 66056450 GS0008			15. TO Position Title and Number SR ADVISOR 66103304 GS6005								
8. Pay Plan GS	9. Occ. Code 13	10. Grade or Level 05	11. Step or Rate \$107,435.00	12. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 15	19. Step or Rate 01	20. Total Salary \$131,767.00	21. Pay Basis PA	
12A. Basic Pay \$84,528.00	12B. Locality Adj. \$22,907.00	12C. Adj. Basic Pay \$107,435.00	12D. Other Pay .00	20A. Basic Pay \$103,672.00	20B. Locality Adj. \$28,095.00	20C. Adj. Basic Pay \$131,767.00	20D. Other Pay .00				
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization HOUSING AND URBAN DEVELOPMENT CHCO						
					HU 831102360003000000 PP 19 2017						
EMPLOYEE DATA											
23. Veterans Preference (b)(6) 1 - None 2 - 5 Point					3 - 10 Point/Disability	5 - 10 Point/Other	24. Tenure 3	25. Agency Use 0 - None 1 - Permanent	26. Veterans Preference for RIF (b)(6) YES (b)(6) NO		
27. FEGL I (b)(6)					28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS (RAE)		31. Service Comp. Date (Leave) 01-20-2017			32. Work Schedule F FULL TIME			33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA											
34. Position Occupied 1 - Competitive Service 2 - Excepted Service		35. FLSA Category E		36. Appropriation Code				37. Bargaining Unit Status 8888			
38. Duty Station Code 11-0010-001		39. Duty Station (City-County-State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC									
40. Agency Data		41.	42.	43.	44.						
45. Remarks THIS POSITION IS UNDER SCHEDULE C AND IS OUTSIDE THE COMPETITIVE CIVIL SERVICE. IN ACCEPTING THIS APPOINTMENT THE INCUMBENT UNDERSTANDS THAT THE APPOINTMENT IS TERMINABLE UPON NOTICE THEROF. APPOINTMENT IS INDEFINITE. CREDITABLE MILITARY SERVICE (b)(6) PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.											
46. Employing Department or Agency HOUSING AND URBAN DEVELOPMENT					50. Signature/Authentication and Title of Approving Official E/S BY: FELICIA A. PURIFOY DIRECTOR, HUMAN CAPITAL SERVICES						
47. Agency Code HU 83	48. Personnel Office ID 4454	49. Approval Date 09-03-2017									

Editions Prior to 7/91 Are Not Usable After 6/30/93

NSN 7540-01-333-6236

2 - OFF Copy - Long-Term Record - DO NOT DESTROY

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